



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
**DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**



**TO:** Municipal Chief Executive Officers, Service Chiefs, and Emergency Management Directors

**FROM:** William P. Shea, Deputy Commissioner

**DATE:** May 31, 2013

**RE:** 2013 Statewide Severe Weather Exercise Update # 5 - Extent of Exercise Play for Municipalities

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This memorandum is the fifth in a series of memorandums and messages containing information and tools to help you prepare for the upcoming Statewide Severe Weather Exercise, as well as for the next inevitable emergency.

The level of play in this year's regionally based exercise will vary from town to town. Region 5 towns will be most engaged within the entire exercise window of 8:00 a.m. – 2:30 p.m. either Thursday, the 20<sup>th</sup> of June or Saturday the 22<sup>nd</sup> of June. Towns outside of Region 5 will be able to complete most recommended actions listed below by 11:00 a.m., concluding with the Governor's Statewide Municipality Conference Call, either of the two days.

After the initial two hour response, we will jump +10 hours into the recovery phase of the exercise. At this point we will test Regional Emergency Support Plans. Regions 1-4 should have available representatives to respond to resource requests from and to the Regional Coordinators. Each town is encouraged to identify a Recovery Coordinator (Town Planner, Building Inspector) to address long-term recovery issues and participate as needed in the municipal unified command.

Here is a list of topics to be considered for exercise play:

- Activate your local EOC.
- At the EOC, convene a meeting of the municipality's key leadership as a Unified Command to consider the preparedness actions that must be taken pre-landfall and immediately after the storm (you should review the materials such as Exercise Objectives that are posted at [www.ct.gov/demhs](http://www.ct.gov/demhs) for more details). Remember that in addition to the Town Manager or CEO, service chiefs, the local Emergency Management Director, the Unified Command may include the School Superintendent, public works, social services, human resources, a private sector

association representative, volunteer resources representative and your **recovery coordinator**.

- The meeting should include a review of the following topics:
  - Review of the local plans, including Local Emergency Operations Plan.
  - Sheltering, including feeding and functional needs, transportation to shelters, multi-jurisdictional shelters.
  - Declaration of a local emergency.
  - Review communications procedures and information and request flows, particularly to and from DEMHS Regional Office, utilities, and internally within the municipality.
  - Generator and fuel capacity within the community.
  - What resources do we have ready and what do we need (commodities, sandbags, public works equipment, etc.).

This memorandum along with supporting products and exercise update messages will be posted on the DESPP/DEMHS website at [www.ct.gov/demhs](http://www.ct.gov/demhs).

We are looking forward to this exercise as an opportunity to practice decision-making at the local, state, and private sector levels. If you have any questions or if you require any additional information regarding the Statewide Severe Weather Exercise, please contact us at DEMHS via e-mail at [demhs.eppi.questions@ct.gov](mailto:demhs.eppi.questions@ct.gov).

Sincerely,

A handwritten signature in black ink that reads "William P. Shea". The signature is fluid and cursive, with a long horizontal line extending to the right from the end of the name.

William P. Shea  
Deputy Commissioner  
Department of Emergency Services & Public Protection  
Division of Emergency Management & Homeland Security